



**MA Marriage and Family Therapy Program**

**CLINICAL TRAINING HANDBOOK**

**MFT 663 PRACTICUM, MFT 753 INTERNSHIP I, MFT 763 INTERNSHIP II, AND  
MFT 773 INTERNSHIP III**

**Version: January 2026**

Welcome to the field experience portion of your MFT academic journey. This handbook contains extensive information about the requirements for MFT 663 (Practicum), MFT 753 (Internship 1), and MFT 763 (Internship 2), as well as your overall experience in these three courses. Please note that each course will also have a syllabus that outlines the specific requirements for each course (which may change somewhat from semester to semester). Please ensure that you thoroughly review this handbook in its entirety in order to understand the expectations and requirements of the program. For many students, this is the most exciting part of a graduate program, but it can also be unsettling, confusing, and intimidating. You will be supported throughout this process and this handbook will help serve as your guide. Should you have any questions about any of the information found in this handbook, you are encouraged to reach out to the program's Clinical Training Coordinator (CTD), Dr. Franchesca Meyers, at [fmeyers@tfc.edu](mailto:fmeyers@tfc.edu).

Questions, comments or corrections can also be sent to Terri Tench, Graduate School Administrator ([ttench@tfc.edu](mailto:ttench@tfc.edu)) or Dr. Jamie Brodarick, MFT Program Director ([JBrodarick@tfc.edu](mailto:JBrodarick@tfc.edu)).

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## BEFORE BEGINNING PRACTICUM

Before beginning practicum, students must ensure they have completed the following **Practicum Pre-Requisites**. Students who have outstanding items when the course begins will not be permitted to register for/attend the course.

1. Successfully completed course pre-requisites/co-requisites with good standing (a B- or higher) in MFT 543 (Foundational Skills for Counseling and MFT) and MFT 683 (Contemporary Issues and Community Resources), as well as to have completed at least 30 credit hours in the program.
2. Access to Supervision Assist, a tracking software that will allow students to document, organize, and report clinical hours while completing their field experience, as well as post-graduation while pursuing licensure as a Marriage and Family Therapist. Site and faculty supervisors will review student entries and provide signatures to verify that the information recorded is correct. Supervision Assist also offers a HIPAA compliant video recording and storage feature, which will be needed to complete practicum and internship requirements. There is a one-time fee of \$244. Students are required to complete the orientation and familiarize themselves with the software prior to practicum. For more information, visit <https://help.supervisionassist.com/article/121-student-introduction-to-supervision-assist>.
3. A clear certified level 2 (national) criminal background check. Students who reside in Georgia can refer to this website for additional information: <https://printscan.com/Services/Level-2-Background-Check>. Other states will have similar websites; feel free to check with Dr. Meyers to ensure you have the right website.
4. Secure student membership in the American Association of Marriage and Family Therapists (AAMFT) to demonstrate a commitment to professional affiliations and continuing education. This level of membership is available to students who are currently enrolled in an accredited educational institution for bachelor's or master's degree program in a Marriage and Family Therapy or related mental health field which meets the education and training criteria established by the AAMFT Board and who are interested and supportive of AAMFT's mission to advance Marriage and Family Therapy or Systemic Family Therapy as a profession and field of study. Students who are eligible for a higher category of membership, based on licensure or post-master's work toward licensure, are ineligible for student membership and must apply under the professional membership category. Student membership dues are \$99 annually. <https://www.aamft.org/join>.
5. Obtain malpractice liability insurance. Each student that is engaged in client contact at an internship site must have an active liability insurance policy on file (viewable in Supervision Assist) with the Clinical Training Coordinator. Policies are generally issued for 12 months, therefore documentation must be updated annually. AAMFT Student Membership includes free liability insurance as part of the annual membership dues. The AAMFT student policy is designed to provide registered AAMFT students with professional liability protection while performing therapeutic services (e.g. practicum) related to their marriage and family therapy

curriculum. This policy will pay for defense against covered claims and provide professional liability limits up to \$1,000,000 per claim, and a \$3,000,000 annual aggregate.

5. Find and secure an approved practicum/internship site and site supervisor (see requirements below in the Site Selection section).

6. Completed six (6) sessions of personal therapy (in-person or telehealth) with a fully licensed therapist (a Licensed Marriage and Family Therapist, Licensed Professional Counselor, Licensed Clinical Social Worker, or Licensed Psychologist) or three (3) sessions must be individual, and the remaining three (3) sessions may be couple or family sessions. Associate level or non-licensed individuals cannot be used for this assignment. The licensed therapist cannot be anyone at the student's site (site supervisor or co-worker) or of any other dual relationship with the student, and they must be in good standing with their state board. Therapy sessions must take place over a minimum of 6 weeks, with no more than one session taking place per week. *Note: This is a co-requisite so it can be completed as the student completes the Practicum semester. It must be completed by Completing Appendix B and uploading it in Moodle before registering for Internship 1. Failure to complete this requirement by the last day of the Practicum semester will result in repeating the course.*

### **Practicum/Internship Readiness and Orientation**

Like all other aspects of the internship process, orientation is self-paced and critical to a student's success in the program. Orientation marks the beginning of the internship placement process and must happen before the student begins to apply or interview for placement. To prepare for practicum/internship students must:

1. Read this Internship Manual thoroughly and then attend Practicum Orientation.
2. Access Supervision Assist, the hours tracking software, set-up an account, complete training, and login.
3. Submit all required pre-requisite documentation to the Clinical Training Coordinator (CTC) (including a background check and liability insurance).

### **Fitness to Practice**

Admission to the program does not guarantee fitness to remain in the program. Students must meet fitness to practice standards that are assessed by faculty throughout the program. These standards include demonstration of emotional and mental fitness in their interaction with others as well as conformance with codes of marriage and family therapy associations and the student's state of residence. During the Internship Orientation, the CTC will assess if the student is prepared to start the Practicum/Internship process. Other MAMFT faculty may provide the CTC and student with feedback or recommendations based on their observations and interactions with the student in courses and during residencies. Students who fail to demonstrate fitness or conformance to appropriate codes may be asked to enter into a remediation plan in order to remain in the program or continue the Practicum/Internship process. If a remediation plan is developed, students must demonstrate satisfactory remediation prior to being allowed to proceed toward graduation. In rare cases, a student's ability to practice may exceed remediation and a recommendation for removal from the program is possible.

## SELECTING YOUR SITE

Students will ultimately be responsible for finding and securing their own practicum/internship site(s); however, the Clinical Training Coordinator will work collaboratively with you in this process. Students are encouraged to research their local community agencies, faith-based organizations, treatment centers, and group practices, etc. An assignment is dedicated to this endeavor in the MFT 683 (Contemporary Issues and Community Resources) course. TFC will also maintain a list in Supervision Assist of approved sites they are familiar or contracted with to accommodate student interns. As the MAMFT program evolves, additional sites will be added to the approved site list. If none of the site options are geographically convenient or desirable, students should make contact with an organization of their choosing and inquire about their interest and availability in acquiring interns. Many agencies will welcome the additional support a student intern can offer.

Before making contact with a potential practicum/internship site or supervisor, it is important that the student thoroughly understands the requirements and obligations of supervisors and sites (outlined below).

### **Interviewing for Placement**

Students should interview no less than one semester in advance to ensure they secure placement. It is important that students treat the internship interview as they would a job interview. Review basic interview etiquette online or talk to MAMFT faculty/staff and others in the field.

Below are other tips based on feedback from site supervisors and interviewers who have seen dozens of students come through their doors looking for placement.

- Dress appropriately.
- Thoroughly familiarize yourself with the organization's website and all the links provided on the website.
- Bring an extra copy of your resume to the interview, even if you provided it with your initial application.
- Confirm the interview time and location about 24 hours in advance.
- Know where you're going before you start driving there.
- Don't assume you can find someone's office easily based on the address alone. Pay attention to the directions given at the time the interview was scheduled.
- Give yourself enough time to arrive a bit early so that you are calm and collected when you enter the interview.
- After the interview, send a thank you note to the interviewer.
- Follow-up with interviewers if you are not selected and ask for constructive feedback to aid you in future interviews.

### **Placement Paperwork**

Each student should submit Student Acknowledgment: Receipt and Review of the Practicum/Internship Information (Appendix A) to the Clinical Training Coordinator (Dr. Franchesca Meyers, [fmeyers@tfc.edu](mailto:fmeyers@tfc.edu)) approximately one semester prior to beginning practicum. Final supervisory approval is granted by the Clinical Training Coordinator.

Once a student has been offered an internship position, they must create and submit a Placement Application in Supervision Assist. This involves creating the application and submitting the signed Practicum and Internship Site Agreement and all other required associated documentation. As a final step in the application process, students will work with the CTC to schedule the Qualifying Internship Site Interview. The student will arrange for a meeting between themselves, the CTC, and their potential Site Supervisor. In the meeting, the CTC will ensure the site and Site Supervisor meet all requirements, establish if it is an appropriate site for the student, and make the final decision that the student is prepared to start Practicum/Internship. After the meeting, the student will receive one of the following: 1) an approval of the Placement Application in Supervision Assist, 2) a denial of the Placement Application in Supervision Assist and a recommendation to find another site that meets requirements, or 3) a recommendation to delay practicum with possible additional steps to prepare more adequately for this portion of the program. The student is responsible for contacting the CTC to find out if their assigned supervisor has already been approved by TFC. It is the intern's responsibility to check with the CTC if confirmation has not been received or he/she is uncertain of the status of a supervisor application.

In addition to the TFC Practicum and Internship Site Agreement, some internship sites also use a separate contract that is specific to the site. The MAMFT Clinical Training Coordinator must approve any additional internship contracts that are required by the organization. These must be submitted to Dr. Meyers for review. Interns are not allowed to break the contract with their site prior to the end date that was agreed upon when the contract was signed. If a site ceases to be an appropriate training context, students must consult with the Clinical Training Coordinator BEFORE terminating the placement.

Interns shall not begin seeing clients at an agency until placement has been approved by both the agency and TFC. The intern must have placement secured and appropriate forms on Supervision Assist completed before work can begin on site or by the end of the second week of the semester, whichever comes first. If a student does not have viable placement secured by the end of week two, Practicum should be dropped by that deadline. The student can plan to re-enroll and start practicum/internship in a later semester.

### **Supervisor Qualifications**

In order to receive approval, a student must obtain a qualified supervisor that meets **all** of the following criteria:

1. A masters or doctoral degree,
2. An active state professional license in one of the following disciplines: LMFT, LPC/LMHC, LCSW/LMSW, or Licensed Psychologist, **AND**
3. In good standing with the state licensing board.

Optional criteria include:

1. Demonstration of professional identity as a marriage and family therapist, **AND**

2. Demonstration of training in MFT relational/systemic supervision by **ONE** of the following:
  - A graduate course in MFT relational/systemic supervision equivalent to three semester-credit hours
  - Postgraduate professional education in MFT relational/systemic supervision of at least 30 clock hours
  - A state established MFT supervisor designation that includes relational/systemic supervision training
  - Designation as an AAMFT Approved Supervisor or AAMFT Approved Supervisor Candidate

Final supervisory approval is granted by the Clinical Training Coordinator, who will conduct an interview with the supervisor candidate and obtain a signed Site Supervisor Contract. Once this process is complete, the student will be notified their site has been approved.

### **Important Considerations**

An internship site must ensure that a clinical supervisor remains onsite and accessible to students while the student has contact with clients (practicing either group, individual, couple, or family therapy). To ensure safety and compliance with ethical standards, no student shall provide client services without an onsite supervisor present and onsite at all times the student is conducting sessions. Weekly individual or dyadic supervision for a minimum of one hour at the site is required.

### **Communities of Interest (COI)**

TFC's MAMFT program is committed to serving diverse, marginalized, and underserved communities. As such, we are selective in our community partnerships with agencies, treatment centers, and practices. Sites must commit to offering students the opportunity to service members of these communities in an effort to develop cultural competence and appreciation for diversity. During their fieldwork experience, students will self-reflect on these abilities and skills and identify opportunities to expand their familiarity and comfort in working with diverse populations.

### **Conflicts of Interest**

Students are not permitted to serve as interns at their place of formal, paid employment. There are many reasons for this. Practicum/internship is a unique opportunity for the student to learn therapy skills without competing interests/dual roles that could compromise this experience. As pre-masters graduate students, you are not able to function as independent therapists and therefore your paid employment will not align with the standards and requirements for practicum and internship. It is therefore necessary to secure a separate practicum and internship site to ensure you meet these requirements. Exceptions to this rule may be granted in unique circumstances (e.g. separation of departments, supervisors, roles, etc.). Only the Clinical Training Coordinator may approve an exception.

## **Multiple Site Arrangements**

Occasionally, students seek diverse and varied training experiences. They are encouraged to consult with their faculty advisor for further clarification in meeting their training needs. It is considered optimal to complete the entire practicum requirement in one setting for reasons of continuity, integration into an agency, and exposure to a given system. In rare circumstances, it may be necessary for a student to add an internship site (if they are not receiving enough hours at their site or if there is a unique opportunity that will enhance clinical skills). This must be approved in advance by the Clinical Training Coordinator and just cause must be determined. Each of the off-campus practicum/internship sites, and the respective supervisors, need to be made aware of such an arrangement. Students must obtain an approved Placement Application and complete hourly individual or dyadic supervision for each site. A student is not allowed to intern in three or more sites concurrently.

## **COURSE REQUIREMENTS**

The MFT clinical training involves three courses (MFT 663 Practicum, MFT 753 Internship 1, and MFT 763 Internship 2), and each are three credit hours. Each of these courses is a full semester long (not 8 weeks long). These three courses will be taken without interruption (e.g., Spring semester, Summer, and Fall semester) for a total of 12 consecutive months. These courses provide students with clinical training and offer a guided transition from the academic setting to professional practice.

During these sequential courses, each MFT student participates in providing therapy for individuals, couples, and families in an agency, church, or community practice setting. During the time that students are meeting with clients, they are also required to be under clinical supervision, provided at their agency site, and with TFC program faculty.

- Internship activities are many and varied, drawing upon students' entire range of preparation and experience aimed at preparing competent professional marriage and family therapists for a diverse field of practice.
- Students should plan to report to their sites between 15 and 20 hours per week in order to accrue sufficient hours to meet course requirements.
- During this time students develop their personal theory of therapy, and put into practice the self-reflection skills and person-of-the-therapist skills learned in other courses.
- These experiences involve the continued development of the student as a therapist and as a person. As such, reflective assignments will be required (such as submitting video/audio recordings, case conceptualizations, documentation such as biopsychosocial reports, progress notes, and treatment plans, etc.).
- The intern, as part of the contractual arrangement with their internship site, will receive weekly individual supervision from a qualified, licensed supervisor at their site that is approved by the program. Supervision should provide optimal support in troubleshooting client issues, provide clinical direction and insight, aid with developing documentation skills, navigating boundary issues, and responding to ethical issues, etc.

- Each student intern also participates in scheduled two and a half-hour weekly group supervision sessions, held online with AAMFT Approved Supervisor program faculty and fellow students (up to a maximum of eight). In group supervision, students present raw and observable data from their clinical work for review, as well as receive feedback from their peers and supervisor. The primary purpose of the group supervision is to promote each student's understanding of the roles and skills of a family therapist, as well as to facilitate her/his ability to fulfill this responsibility with clients. Typically, groups use a variety of educational methods to accomplish this purpose, such as: the reflecting team, case presentations, theme centered discussions and role plays to explore professional, theoretical and ethical issues related to the practicum experience.
- Students will log their client contact and supervision hours in an online platform called Supervision Assist. Your site supervisor will be responsible for verifying the accuracy of this information. Once approved at the site level, your faculty supervisor/professor will review your records and offer approval after verifying. Accuracy is extremely important and falsification of records will result in disciplinary action, including the possibility of dismissal from the program.
- The MAMFT field experience sequence is based on a specific set of skills which are the focus of each level. Advancement to the next level of training (Beginning-- Practicum, Intermediate – Internship 1, and Advanced - Internship 2) is achieved once the supervisor determines that the student has met the designated goals for the respective training stage. To ensure the student has engaged in sufficient clinical experience to be appropriately evaluated, they must also complete at least 80% of the required hours during each stage to be eligible to advance to the next level of training.

## **Practicum**

In your initial practicum course, you will be delving into extensive clinical training. Client contact hours for this semester are lower to allow students the opportunity to complete required training and shadowing as they learn the policies and protocols of their site(s). During this course, students are encouraged to co-facilitate therapeutic support groups or complete co-therapy with more seasoned clinicians (preferably those who are licensed), though they might also expect to begin seeing a caseload of their own clients. Students should also learn valuable skills such as completing biopsychosocials/intake assessments, constructing case conceptualizations and diagnostic formulations, suicide risk assessments, safety plans, crisis intervention protocols, creating treatment plans, aiding clients with goal setting, progress note documentation, billing and communication with insurance companies/third party reimbursors.

Students will be required to accrue a minimum of 50 direct client contact hours (face-to-face) with a minimum requirement of 25 relational hours (couples or family therapy). Please note that if a student is present as a co-therapist or co-facilitator and participates in the session, this is considered a direct client contact hour. A client must be present for time to be counted as a direct client contact hour. Therefore, staff meetings, training, and time spent completing documentation do not meet this requirement.

## **Internship 1**

In the first Internship, students will be required to complete a minimum of 125 direct client contact hours, with 62.5 of those hours being relational hours. By this point, students should have a regular caseload (depending on the frequency of meetings, between 5-15 clients) and meet with clients 10-20 hours per week to conduct intakes/assessments, individual/group/couples/family therapy. Ideally, students will receive opportunities to perform a variety of duties to make them well-rounded clinicians with diverse therapeutic experiences. Students will become familiar with and begin to utilize evidence-based interventions from multiple systemic therapeutic models. Students will also submit observable data (video/audio recordings) to process their clinical development, identify strengths and growth areas, and explore alternative treatment strategies for optimal client outcomes. Students will hone clinical skills such as monitoring client progress towards goals, selecting appropriate interventions to achieve successful outcomes, session planning with unique populations, and discharge planning.

## **Internship 2 and 3**

In the second internship, students will be required to complete a minimum of 125 direct client contact hours, with 62.5 of those hours being relational hours. At this stage, students are functioning relatively autonomously with an independent caseload. Following this course, students should be well-prepared for a seamless transition for post-graduation employment as an Associate Marriage and Family Therapist. Students should demonstrate proficiency in clinical skills, as evidenced by a favorable mid-term and final evaluation by their on-site supervisor, as well as a graded final clinical portfolio project, demonstrating their body of work.

There are two possible reasons that a student might add Internship 3 (MFT 773) to their program, which will delay the student's graduation from the program and full tuition fees will apply. The first reason is some states require additional hours beyond that which our program requires, in which case students will enroll in Internship 3 to complete the additional hours if they are not met by the end of Internship 2. The second reason is if a student is unable to complete our program's clinical hours requirement within the time frame of the end of Internship 2. The remaining hours will be completed in Internship 3. In both cases students must continue with group supervision for the entire semester. At-risk students will be identified by the Clinical Training Coordinator at the midway point during this final semester. At this time, the CTC will request a meeting with the student and Program Director to develop a plan to remediate the risk/discuss options.

## **Assignments**

As part of your coursework in practicum and internships, students will be required to complete various assignments that teach and measure clinical skills. For example, in Practicum, students will complete biopsychosocials/intake assessments, case conceptualizations and diagnostic formulations, treatment plans, progress notes, and suicide risk assessments with safety plans. In Internship courses, students will continue to hone their skills and complete treatment summaries, case conceptualizations using different systemic modalities, case presentations, transcript review,

and session planning activities. Students will have the opportunity to critique and learn by reviewing recorded sessions and engaging in reflecting teams.

Students will be required to share audio/video-recordings of their sessions for some assignments, requiring informed consent from clients, and the use of the HIPAA compliant features in Supervision Assist. Students are required to present at least three (3) recorded sessions to their faculty supervisor and peers as part of their practicum and internship coursework. However, it is recommended that all therapy sessions be video recorded whenever possible for the purposes of consultation and supervision. The student should discuss this requirement with the off-campus site prior to accepting the position so the site can provide the necessary authorizations.

**Summary of Minimum Required Direct Client Contact and Supervision Hours**

	<b>MFT 663 Practicum</b>	<b>MFT 753 Internship 1</b>	<b>MFT 763/773 Internship 2/3</b>	<b>Minimum total number of hours</b>
Total face-to-face <b>client</b> contact hours	50	125	125	300
Face-to-face <b>relational client</b> contact hours (couples/families)	25	62.5	62.5	150 (included in 300)
Other hours of clinical experience (case conferences, staff meetings, etc.)	Whatever is required by site			
Face-to-face <b>site supervision</b> hours	16	13-16	13-16	45
Face-to-face <b>AAMFT supervision</b> hours	32.5-40	32.5-40	32.5-40	100
Other hours – session notes, research, etc.	Whatever is required by site			

1. 300 hours of DIRECT client contact are required.
  - a. Note: the ratio of client contact hours to supervision hours is considerably less in Internship than in Practicum. In Internship, the expectation is that the student is moving toward independent practice.
2. 50% of direct client contact hours must be RELATIONAL.
3. A maximum of 50 group hours will be counted toward direct client contact requirements.
4. Students must accrue a minimum of 100 AAMFT Approved Supervision hours with a program faculty member.
5. Students must meet weekly with their site supervisor.
  - a. Note: every week in which direct client contact hours are obtained, **must** include supervision hours. If not, the direct client contact hours cannot be counted.
6. Students must complete a minimum of 50 hours of supervision with "observable data" (live supervision or video/audio recording). Observable data can only be counted in supervision with a program faculty member who is an AAMFT Approved Supervisor.

## **Tracking/Logging Hours**

Students will only be required to log direct client contact hours, supervision hours, and observational data. Students are expected to log this data on a weekly basis and encourage their onsite supervisors to review and approve their entries in a timely manner (within one week of submitting). While interns cannot control when supervisors approve hours, they can stay in close contact with their supervisors about the requirements that affect them and their progress in the program. The ability to appropriately advocate for self and maintain open and productive lines of communication with supervisors is an essential part of the clinical and professional training of MFTs.

It is each student's responsibility to keep accurate records of internship activities, including clinical caseload, types of cases, audio/video recording, client contact hours with individuals, families, couples and groups, and the necessary supervisory hours. The timely documentation of clinical and supervision hours is an exercise and demonstration of professional development and counts toward the final grade in practicum. Completed forms reflecting client contact hours, on-site supervision, and on-campus supervision hours are housed in Supervision Assist and need to be signed by the respective supervisors. Students' hour summary maintained in Supervision Assist supersedes personal records maintained by students; therefore, it is each student's responsibility to verify there are no discrepancies in records.

### **Direct Client Contact Hours**

Direct client contact hours are defined as a therapeutic meeting of a therapist and client (individual, relational, or group) occurring in-person synchronously, either physically in the same location or mediated by technology. Assessments may be counted if they are in-person processes that are more than clerical in nature and focus. Also, therapy services delivered through interactive team modalities may provide direct client contact for specific team members who have in-person interaction with the client/system during the session. Therapy team members who engage the therapeutic process only behind the mirror may not count the experience as direct client contact. Activities such as telephone contact, case planning, observation of therapy, record keeping, trainings, role-playing, travel, administrative activities, consultation with community members or professionals, and/or MFT relational/systemic supervision are not considered direct client contact.

Students are not required to log any indirect hours. Certain activities are considered indirect service hours and can be recorded as such, but the student should research their state laws and rules to learn what each state counts as indirect hours and if they should be keeping record of those. Students should contact their faculty supervisor if they question whether time can be counted as direct client contact.

### **Relational Hours**

Relational hours are a category of direct clinical contact hours in which a clinician delivers therapeutic services with two or more individuals conjointly, who share an ongoing relationship beyond that which occurs in the therapeutic experience itself. Examples include family subsystems, intimate couple subsystems, enduring

friendship/community support subsystems, and residential, treatment, or situationally connected subsystems. Relational hours also may be counted with relational subsystems that include a person whose only available means to participate in the in-person therapeutic meeting is telephonic or electronic (e.g., incarcerated, deployed or out-of-town subsystem members).

Each semester, half (a minimum of 50%) of all direct client contact hours must be relational. If uncertain as to what constitutes a relational hour, students should consult with their faculty supervisor to determine whether an hour should be considered relational or individual.

### **Group Hours**

Group hours are defined as time spent in face to face contact with multiple individuals at once. Time should be logged based on the amount of time spent in the session, and does not change based on the number of people in the group. For example, if a student leads a group therapy session for 60 minutes it should be logged as one hour regardless if there are four people in the group or eight people in the group. Group therapy can be counted as relational hours if those in the group therapy have a relationship outside of (above and beyond) the group itself. Conversely, group therapy sessions of otherwise non-related individuals are not considered as relational hours. Prior approval from the Clinical Training Coordinator is mandatory before a student can log group hours as relational.

There is a maximum number of group hours that can be counted toward the total required hours. A maximum of 50 of the 300 required direct clinical contact hours may be group hours. Group hours may continue to be logged in Supervision Assist after the maximum is met, but those hours will not be counted toward the total hours requirement for graduation.

### **Telehealth**

Telehealth is the process of delivering synchronous therapeutic services using a secure video platform according to relevant state, federal, and provincial regulatory requirements or guidelines. The online therapeutic interaction is consistent with state or provincial regulations for the location in which the clinical student therapist and participant(s) are physically located. Some internship sites may provide telehealth services using HIPAA compliant software (such as Simple Practice or Zoom for Healthcare), allowing a student intern to work remotely. In these circumstances, a site must provide a written protocol of supervisor accessibility should an urgent situation arise and the student requires support. Additionally, prior to engaging in clinical telehealth, students must check with their state regarding requirements to do so and complete any necessary training/education. In Georgia specifically, it is required to have obtained a minimum of six (6) continuing education hours, which should be on file in Supervision Assist. Though live/in-person therapeutic services are optimal and should constitute the majority of the student's direct hours, interns will be permitted to count telehealth hours when they are provided on appropriate platforms. Telephone calls and

other forms of communication (emails, texting, etc.) do not constitute appropriate platforms for providing therapeutic services. Additionally, it is the student's responsibility to ensure that both they and the client engage in telehealth services in appropriate, secure settings that uphold client confidentiality (i.e., no public places).

### **Observable Data**

Observable data is obtained in Faculty supervision and includes audio and video recordings, as well as live (behind the mirror, in the room co-therapy, reflecting teams, etc.). A minimum of 50 hours of supervision with Observable Data is required over the span of one year with an AAMFT Approved Supervisor. Students will be responsible for tracking this supervision and recording it accurately in Supervision Assist. Observable data time includes the time spent playing the recording in which the student was the therapist, as well as time spent in discussion about the recording between the student, fellow learners, and the program faculty who is an AAMFT Approved Supervisor.

### **Supervision**

MFT Relational/Systemic Supervision is the practice of developing the clinical competencies and professional growth of the student as a supervisee, consistent with the MFT relational/systemic philosophy, ethics, and practices of the marriage and family therapy profession. Supervision is distinguishable from psychotherapy or teaching. MFT Relational/Systemic Supervision may be provided through virtual supervision, which will make up all supervision in this program.

A minimum of 100 hours of supervision with a program clinical supervisor is required. Thus, these 100 hours must be completed with a TFC Faculty member who is also an AAMFT Approved Supervisor or Candidate. The majority of these will take place in weekly supervision with a faculty member (2.5 hrs./wk.). Hours that occur with program Faculty Supervisors will be recorded as Faculty AAMFT Supervision - Group (when there are between three and eight supervisees present) or Faculty AAMFT Supervision - Individual/Dyadic (when there are either one or two supervisees present).

Students must also meet weekly with their site supervisor in individual/dyadic supervision. Every week in which direct client contact hours are obtained, must include supervision hours. If not, the direct client contact hours cannot be counted. If a site supervisor is out for a week, supervision can be made up the week prior or after. If a site supervisor is out for two or more weeks, alternative measures must be in place, which must be approved by the Clinical Training Coordinator. Hours that occur with site supervisors will be recorded as Site Supervision.

## **SUPERVISION POLICIES**

### **Who Can Supervise?**

An internship site must ensure that a clinical supervisor holds a professional state license (as a LMFT, LPC/LMHC, LCSW, or Licensed Psychologist), and remains onsite and accessible to students while the student is in contact with clients (practicing either group, individual, couple, or family therapy). To ensure safety and compliance with ethical standards, no student shall provide client services without an onsite supervisor present at any time. Students providing in-home or telehealth services to clients must have a signed written policy in place for responding to crisis situations, and a licensed supervisor must be accessible to them in troubleshooting any issue that arises.

While enrolled in practicum and internship, students will receive weekly AAMFT Approved Supervision via their faculty supervisor, who serve as program clinical supervisors. Dr. Franchesca Meyers, Dr. Arielle S. Blum, and Dr. Jamie Brodarick are Licensed Marriage and Family Therapists and AAMFT Approved Supervisors.

### **Meeting Frequency**

The student's designated on-site or external supervisor will need to provide weekly individual or dyadic (two students) supervision for a minimum of one hour (virtual or in-person). In addition, students will receive two hours of weekly group supervision as part of their course work, along with monthly group supervision to ensure the student meets the required 100 hours of supervision. However, academic supervision cannot replace the supervision requirement at their site.

Students are required to engage in weekly supervision with their designated supervisor, as well as weekly online group supervision in class (synchronous and scheduled). Students are expected to flex their schedule to prioritize this weekly meeting. Attendance is mandatory. Absences must be excused (i.e. doctor's appointment with supporting documentation). Two unexcused absences from class will result in a letter grade reduction. Three unexcused absences will result in failing the course. Students need to consult with their onsite supervisor about making up missed supervision. A week without onsite supervision will result in losing credit for those client contact hours.

### **Supervisee Evaluation**

Site supervisors are responsible for completing written evaluations to assess the student's progress, strengths, and growth areas. This data is collected at mid-term and then again at the end of each semester. Supervisors provide frequent verbal feedback to aid the student in developing clinical skills.

In addition to the faculty supervisor, the site/program supervisor provides an evaluation of the intern's performance at the conclusion of each semester. It is each student's responsibility to provide the site/program supervisor with the evaluation (Appendix D). When the evaluation is reviewed between the intern and site/program supervisor, the student should submit the

evaluation in Supervision Assist prior to the last day of classes of the semester. Failure to submit the site supervisor evaluation by the deadline will adversely affect the final grade.

### **Monitoring Student Time**

Supervisors must sign off on the student's client contact and supervision logs to confirm the information entered is accurate. The student should enter this information into Supervision Assist on a weekly basis and encourage their onsite/program supervisors to review and sign off on their submissions each week. Once the onsite/program supervisor has approved the student's submission, the final approval will be sent to the student's faculty supervisor for review and signature.

### **Secure Recording and Storage of Audio/Video Recordings**

To protect the confidentiality and privacy of client information, audio and video therapy recordings can only be recorded and stored in Supervision Assist. Supervision Assist supports HIPAA-secure cloud-recording of live sessions for later playback, as well as end-to-end encryption during live and recorded video sessions. Recordings should not be kept on flash drives or cellular devices at any time. Any recording or storage of videos outside of the Supervision Assist platform are considered in violation of TFC policies and procedures.

#### **Retention Period of Audio/Video Recordings**

The retention for therapy recordings in Supervision Assist is 365 days maximum.

By adhering to these guidelines, we aim to uphold the principles of privacy and confidentiality outlined in applicable rules, regulations, and professional standards while harnessing the benefits of audio/video therapy recordings for educational and therapeutic purpose

## **STUDENT PROFESSIONALISM**

Students should approach their posts at their practicum and internship sites with the utmost professionalism and ethical integrity as they prepare to enter the field of Marriage and Family Therapy and shape their professional identity. In fact, many students choose to remain at their sites post-graduation, securing employment as a therapist. As such, students might think of this as one long job interview and an opportunity to showcase clinical abilities and skills.

Students are expected to comply with their site's policies and protocols pertaining to attendance, communication, professional attire, etc. Students are ambassadors of TFC's MAMFT program and are a reflection of our standards and expectations. Therefore, complaints from on-site supervisors about a student's lack of professionalism at their site will result in faculty involvement and counseling, possible disciplinary action, and possible dismissal from the program (depending on the infraction). Above all, students should prioritize the best interest of their clients and strive to do no harm in all decisions and actions.

## **Student Ethical Responsibilities**

MFT students who are participating in a clinical internship are held to all of the AAMFT ethical guidelines found in the [AAMFT Code of Ethics \(2015\)](#). Various legal and ethical guidelines can be found in these [fact sheets](#). However, this is not an exhaustive list of the required criteria for clinical practice.

## **Communicating Concerns/Challenges**

As a student, you should feel properly supported by your on-site supervisor and personnel at your clinical site. Should you encounter any concerning situations where you feel uncomfortable (including sexual harassment and/or assault), immediately reach out to your program faculty (Dr. Franchesca Meyers, Dr. Arielle S. Blum, or Dr. Jamie Brodarick) for assistance.

You are expected to be proactive in communicating with your faculty supervisor to remediate any issue that might jeopardize your clinical experience or be harmful to clients. Examples of incidents that might occur are questionable interventions that you are directed to perform (i.e. modalities requiring specialized training that you do not possess), being advised not to report abuse or neglect despite feeling it is necessary, not having adequate supervision or access to a supervisor as outlined in the Site and Supervisor Agreement, or being placed in unsafe situations that impede your ability to perform therapeutic services.

Your feedback on your field experience is extremely valuable in ensuring optimal learning for you, as well as future students. Students will provide ongoing feedback on their experiences during weekly group supervision, as well as complete an evaluation on their sites each semester.

## **Ending Your Practicum/Internship**

As previously stated, your field experience will span a minimum of one year (longer if the student is unable to accrue the required number of hours or steps away for any reason). This is a commitment you enter into and must uphold. When a student is accepted for a practicum and agrees to/signs the internship contract, the student becomes the link between the sponsoring agency and the MFT Program. In accepting this responsibility, students are expected to fulfill their obligations to the practicum site during the specified period of time that is negotiated in the formal practicum/internship contract. Thus, only in rare circumstances when steps toward remediation have been exhausted and after consulting with on-site supervisor(s) and TFC contacts, can a student withdraw from their internship site prematurely. When all parties agree that withdrawal is the only viable option, a student should provide a minimum of 2- weeks' notice to his/her site supervisor. The student should follow verbal notification with written notification of the withdrawal. It is important for the student's clients, site supervisor, the student, and the MFT Program that an appropriate, ethical withdrawal occurs.

Students must ensure that no breach in the contract that they have established with the practicum site supervisor is permitted without first consulting, and then securing the permission of the MAMFT Clinical Training Coordinator (Dr. Franchesca Meyers). It is necessary to follow this procedure. Unilateral changes by an intern can have untoward repercussions upon the clients you are serving in therapy. Such actions also can have a significant impact upon a site, its operations,

and its ability to deliver services. Further, a breach of contract can impact the program's relationship with the site, potentially jeopardizing further student placements.

## **MISCELLANEOUS POLICIES**

### **In-Home Services**

Students may obtain an internship placement with a site that conducts in-home therapy services. With such placements, it is the student's responsibility to work with his/her supervisor to distinguish the aspects of in-home care that are unique and different from services offered in the context of a clinic-based/office setting. Additionally, it is encouraged that the student obtain additional therapy experience within a clinic-based/office setting through a secondary internship placement. Due to the nature of this work, students must have access to their agency supervisor at any time they engage in client contact.

### **Audio/Video Recordings and Transcripts**

It is the student's responsibility to obtain the requisite permissions required by their particular site/agency, to secure appropriate permissions from their clients, and arrange for the use of any recording equipment. This includes a written consent for audio/video recording that is signed by all clients who will be in the session. Students are expected to ensure professional confidentiality with all recordings, which includes encryption of video files and secure transport of videos. Students will only utilize the Supervision Assist platform to record and store all recordings.

As part of their coursework, students will need to transcribe a portion of their therapy sessions. These transcripts will be de-identified and pseudonyms will be used to protect client confidentiality. Electronic submission of written work that includes client information or client video should NOT be sent electronically through email or cloud storage as these are not secure forms of communication.

### **Exceptions to Confidentiality**

In circumstances related to client safety and duty to warn (abuse/neglect/homicidal or suicidal intent), the student should immediately contact the on-site supervisor for direction. The consultation with the on-site supervisor and the actions taken (or lack of action taken) should be documented appropriately in the client's case file. TFC MFT program students are not allowed to share their personal contact information, such as cell phone, email addresses, or social media accounts with clients. This is not a secure form of communication and poses a threat to client safety and confidentiality. Clients in need of immediate response should be directed to the after-hours procedures of the site or to call 911.

### **Change in Planned Program of Study**

The practicum and internship sequence spans a minimum of one year, assuming the student is able to accrue the minimal requirement of direct client contact hours each semester and

satisfactorily complete the required coursework in each class. Should the student experience extenuating life circumstances that require them to work part-time or step away from their duties as an intern for an extended period of time, they should communicate proactively with the site-supervisors and provide ample notice for adjustments to be made. Additionally, the student should immediately notify their faculty supervisor to develop a plan for progression toward graduation. The student should understand that this will postpone their graduation from the program and require additional semesters in practicum or internship in order to meet program requirements. Every effort should be made to honor the student's commitment set forth at the beginning of the semester and mid-semester disruptions should be avoided when possible. Therefore, a student should plan to accommodate the requirements of a practicum/internship each semester and notify TFC's Clinical Training Coordinator (Dr. Franchesca Meyers, [fmeyers@tfc.edu](mailto:fmeyers@tfc.edu)) prior to the start of a semester if circumstances might interfere with their ability to do so.

## **APPENDICES AND FORMS**

Appendix A



**Marriage & Family Therapy Program**

**Student Acknowledgment: Receipt and Review of the Practicum/Internship Information**

By signing this document, you are acknowledging you have access to/received the Internship Information for the Marriage & Family Therapy (MFT) Program at Toccoa Falls College (TFC) which includes information about the practicum and internship requirements, policies, and procedures. Additionally, all necessary forms for Internship Application and recording of hours is included in this document. We request that students read the document carefully and keep it available as a reference throughout the Program. This document and all of the necessary forms for Practicum and Internship can be retrieved online on the MFT Student Resources course page on *mytfc*.

Your signature below indicates that you have read the complete document and that you understand and agree to abide by its policies and procedures.

If you have any questions regarding any of the information in the document, please contact the Program Director or Clinical Training Coordinator.

Student Name: \_\_\_\_\_

Student Signature: \_\_\_\_\_

Date: \_\_\_\_\_

***PLEASE PRINT, SIGN AND SCAN THIS form and email it to the Clinical Training Coordinator (fmeyers@tfc.edu) before you begin MFT 663 Practicum.***

**Appendix B**

**Completed Therapy Verification Form**

*A pre-/co-requisite for practicum and internship enrollment is the successful completion of six (6) one-hour individual therapy sessions OR three (3) individual therapy sessions AND three (3) couple or family (termed conjoint) therapy sessions. Students beginning practicum who have not yet completed this requirement will need to do so by their first practicum semester's end. The student is required to see a Licensed Marriage and Family Therapist, Licensed Professional Counselor, Licensed Clinical Social Worker, or Licensed Psychologist who is in good standing with their state board. Associate level or non-licensed individuals cannot be used for this assignment.*

Session 1: Date \_\_\_\_\_ Individual or Conjoint: \_\_\_\_\_

Session 2: Date \_\_\_\_\_ Individual or Conjoint: \_\_\_\_\_

Session 3: Date \_\_\_\_\_ Individual or Conjoint: \_\_\_\_\_

Session 4: Date \_\_\_\_\_ Individual or Conjoint: \_\_\_\_\_

Session 5: Date \_\_\_\_\_ Individual or Conjoint: \_\_\_\_\_

Session 6: Date \_\_\_\_\_ Individual or Conjoint: \_\_\_\_\_

**Student Signature:** \_\_\_\_\_

**Licensed Therapist's Name (Print):** \_\_\_\_\_

**Licensed Therapist's Signature:** \_\_\_\_\_

**License Number and Expiration Date:** \_\_\_\_\_

Appendix C

Practicum and Internship Site Agreement



Marriage and Family Therapy Program  
Practicum and Internship Site Agreement

**Student Name:**

Name of Academic Program: MAMFT

**Name of Site:**

**Site Supervisor:**

**Supervisor Email and Phone #:**

**Credentials/License:**

**License #:**

On behalf of TFC’s Master of Arts in Marriage and Family Therapy Program, thank you for your interest in partnering with us to ensure an optimal training experience for our practicum students and interns. Your collaboration is greatly appreciated, and we hope that our students will enhance your programs and services as they gain valuable clinical experience.

This agreement presents our commitments to one another and outlines the requirements of our clinical sites. Please review the terms carefully to ensure all standards are met.

I attest that I will serve as the student’s designated supervisor and that I meet the following criteria:

\_\_\_\_\_ I have acquired a master’s or doctoral degree and possess an active state professional license (as a LMFT, LPC/LMHC, LCSW/LMSW, or Licensed Psychologist) and am in good standing with my state licensing board.

Optional criteria (please only indicate if you meet both of the following):

\_\_\_\_\_ demonstration of professional identity as a marriage and family therapist,

**AND**

\_\_\_\_\_ demonstration of training in MFT relational/systemic supervision by **ONE** of the following:

\_\_\_\_\_ A graduate course in MFT relational/systemic supervision equivalent to three semester credit hours

\_\_\_\_\_ Postgraduate professional education in MFT relational/systemic supervision of at least 30 clock hours

\_\_\_\_\_ A state-established MFT supervisor designation that includes relational/systemic supervision training

\_\_\_\_\_ Designation as an AAMFT Approved Supervisor or AAMFT Approved Supervisor Candidate

Please upload a copy of your resume or curriculum vitae in Supervision Assist or send via email to [fmeyers@tfc.edu](mailto:fmeyers@tfc.edu).

### **Supervision Requirements:**

1. A clinical training site must ensure that a clinical supervisor (meeting the above criteria) remains onsite and accessible to students while the student is in contact with clients (practicing either group, individual, couple, or family therapy). To ensure safety and compliance with ethical standards, no student shall provide client services without an onsite supervisor present. Students providing in-home or telehealth services to clients must have a signed written policy in place for responding to crisis situations, and a licensed supervisor must be accessible to them in troubleshooting any issue that arises.
2. As the designated supervisor, you will need to provide weekly individual or dyadic (two students maximum) supervision for a minimum of one hour (virtual or in-person). In addition, students will receive two hours of weekly group supervision with a TFC faculty member as part of their coursework. However, academic supervision cannot replace the supervision requirement at their site.
3. In order for students to have the continuity necessary to benefit from their clinical experience, we ask that you commit to providing one full year of student supervision. Typically, this year will coincide with the calendar year. Once you have completed one full year of student supervision, we ask that you indicate whether you are interested in continuing for the next academic year if there is another student in your area.
4. A minimum of 50 hours of supervision with Observable Data (live supervision, co-therapy, supervision via video/audio recording) is required over the span of the one-year practicum/internship experience. Students will be responsible for obtaining clinical data in audio/video recordings using a HIPAA-compliant software (Supervision Assist), as well as tracking this supervision and recording it accurately.
5. In accordance with the Council on Accreditation for Marriage and Family Therapy Education (COAMFTE), our program is committed to serving “Communities of Interest,” which are defined as stakeholders of the program that may include but are not limited to students, administrators, faculty, supervisors, consumers, graduates, germane regulatory bodies, and diverse/marginalized/underserved groups within these communities. Your signature below indicates that you confirm students will have an opportunity to service these populations as interns.

6. To avoid conflicts of interest/dual roles, students are generally not permitted to be paid employees of the organization/program in which they intern. Exceptions to this rule may be approved by the Clinical Training Coordinator, who can discuss appropriate provisions.
7. Supervisors are responsible for completing written evaluations to assess the student's progress, strengths, and growth areas. This data is collected at mid-term and then again at the end of each semester. Supervisors provide frequent (weekly) verbal feedback to aid the student in developing clinical skills.
8. Supervisors must confirm the student's client contact and supervision online logs on Supervision Assist to verify the information entered is accurate. The designated site supervisor will receive access and training to our clinical software program, Supervision Assist. Students should enter their client contact and supervision information weekly, which the supervisor should sign off on weekly.

Please note: TFC may terminate the relationship if the supervision requirements are not met.

### **Student Requirements:**

Students will complete a three-semester clinical rotation spanning twelve months (though students may step in and out of the program and courses depending on life circumstances), consisting of Practicum, Internship 1, and Internship 2. During Practicum, students will be responsible for orienting to their site, completing required trainings, and shadowing more seasoned therapists (such as conducting group therapy co-facilitation or co-therapy). They are expected to accrue 50 hours of direct client contact hours. This includes intakes, biopsychosocial assessments, group facilitation, and individual, couple, and family therapy. In Internship 1, students will need to obtain 125 direct client contact hours and will begin working more autonomously with clients. They are expected to attend mandatory trainings and attend staffing/treatment team meetings. Internship 2 will require 125 additional direct client contact hours and students are expected to function independently under supervision in preparation for graduation and becoming registered Associate Marriage and Family Therapists. The transition between this final practicum and employment should be seamless (i.e., they should function comparably to your other pre-licensed therapists). PLEASE NOTE: Half of all hours accrued must be relational, which means joint sessions with couples or two or more family members. Thus, 25 relational hours will be accrued in Practicum, 62.5 in Internship 1, and 62.5 in Internship 2.

Please note: Students are not deemed employees **or** independent contractors and they will maintain their own professional malpractice insurance.

### **What You Can Expect:**

Students are expected to be engaged, teachable, and professional in their interactions with clients, supervisors, and personnel. They come to you with one year of completed graduate course work and should have a strong foundational knowledge of ethics, therapeutic modalities, and basic counseling skills. However, they will require support, guidance, and empowerment as they hone their skills. We hope that student placement will be beneficial to your organization

and allow you to service more clients. As an internship site, you are permitted to charge client fees for the students' services if you so choose.

TFC is committed to providing quality instruction from a Christian worldview. As such, some of our internship sites provide religious-based counseling services while others may not. If religious counseling is included as part of the services your organization provides, this should be clearly outlined in your informed consents.

You are encouraged to contact the Clinical and Training Coordinator, Dr. Franchesca Meyers, LMFT at [fmeyers@tfc.edu](mailto:fmeyers@tfc.edu) if you encounter any issues or concerns with a student (e.g., a pattern of lateness, not maintaining client confidentiality, ethical questions or breaches, lack of professional behavior or attitude, abuse reporting, etc.). Alternatively, you may contact TFC's MFT Program Director, Dr. Jamie Brodarick, at [jbrodarick@tfc.edu](mailto:jbrodarick@tfc.edu) if Dr. Meyers is unavailable. Appropriate action will be taken to remediate the issue (i.e., advising the student, completing additional training, or disciplinary action).

As a partnering site, you must show professional liability coverage with limits of at least \$2 million/\$2 million. Toccoa Falls College and the host site shall indemnify, defend, and hold the other party, and its affiliates, directors, officers, employees and agents harmless from and against any and all third party claims, demands, damages, costs, expenses (including reasonable attorneys' fees), losses and liabilities incurred which directly arise out of or relate to (i) the indemnifying party's breach of any material term of this Agreement; or (ii) any act or omission constituting gross negligence or willful misconduct of the indemnifying party or the indemnifying party's affiliated entities, directors, officers, employees or agents.

**Student Signature:**

**Date:**

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**Site Supervisor Signature:**

**Date:**

---

**Clinical Training Coordinator/Faculty Signature:**

**Date:**

---

**Vice President of Academic Affairs Signature:**

**Date:**

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## Appendix D

### Toccoa Falls MAMFT Supervisor Evaluation of Student Clinical Experience

**This form is accessible on Supervision Assist**

This form should be completed once at the semester mid-term point and at the end of the semester. The supervisor should review this form with the student to facilitate their professional development.

**Date:**

**Student Name:**

**Site:**

**Supervisor:**

**Please select one:**

Mid-Term Evaluation (mid-point in semester)

Final Evaluation (end of semester)

**Please select one:**

Practicum

Internship 1

Internship 2

Other

**Please rate the student on the following using a 5-point scale (1 point indicates that the intern failed to demonstrate the competency all or most of the time, 2 points indicates the intern demonstrates some competency, but does so inconsistently, 3 points indicates a satisfactory or average achievement of the competency, 4 points indicates advanced competency, 5 points indicate master or expert competency). Please provide constructive commentary on rankings below 3. If the student-intern did not have an opportunity to demonstrate a competency, please select N/A.**

Interpersonal Skills:

1. The student-intern demonstrates collaboration in using a team approach to their work at the site. (1, 2, 3, 4, or 5)  
Comments:
2. The student-intern demonstrates humility and teachability when given constructive feedback from fellow staff/supervisors. (1, 2, 3, 4, or 5)  
Comments:
3. The student-intern demonstrates a strength-based and non-judgmental stance and is able to identify clients' strengths and resources within their socio-cultural context. (1, 2, 3, 4, or 5)  
Comments:

4. The student-intern demonstrates an ability to build rapport with clients, and prioritizes customer service in meeting the needs of the site's constituents. (1, 2, 3, 4, or 5)  
Comments:

Professionalism:

1. The student-intern maintains regular and timely attendance, and follows appropriate communication protocols if they need to be absent. (1, 2, 3, 4, or 5)  
Comments:
2. The student-intern establishes and maintains appropriate boundaries and relationships with clients, site colleagues, and site supervisors. (1, 2, 3, 4, or 5)
3. The student-intern proactively communicates/seeks out supervision or consultation with appropriate parties when they have a client concern, clinical need, or require support. They then use this feedback to advance their clinical skills. (1, 2, 3, 4, or 5)  
Comments:

Multicultural Competency:

1. The student-intern displays cultural curiosity and a commitment to understand cultural constructs and factors that affect clients and their family systems. Issues of diversity, inclusion, and social justice are considered and addressed in clinical work. (1, 2, 3, 4, or 5)  
Comments:
2. The student-intern is able to monitor and manage attitudes, assumptions, biases, and personal issues to ensure they do not impact the therapy process adversely. (1, 2, 3, 4, or 5)  
Comments:
3. The student-intern demonstrates competence in developing culturally appropriate and theoretically consistent interventions (1, 2, 3, 4, or 5).  
Comments:

Documentation:

1. The student-intern demonstrates knowledge of agency policies and procedures and follows all site requirements, including file management, record keeping, and timely submission of paperwork. (1, 2, 3, 4, or 5)  
Comments:
2. The student-intern submits quality documentation (intakes, treatment plans, assessments, progress notes, etc.) reflective of sound clinical skills. (1, 2, 3, 4, or 5)  
Comments:

Ethics and Decision-Making:

1. The student-intern is able to take appropriate action when ethical/legal dilemmas emerge. (1, 2, 3, 4, or 5)  
Comments:
2. The student-intern assesses risk and manages emergency situations, and intervenes when clinically indicated and/or legally mandated, taking appropriate actions (including developing safety plans as needed). (1, 2, 3, 4, or 5)  
Comments:

3. The student-intern adheres to ethical, legal, and professional guidelines and follows all applicable HIPAA privacy and security rules, including the use of technology (i.e. cell phones, fax machines, websites, online supervision, teletherapy platforms, electronic records, social networking, etc). (1, 2, 3, 4, or 5)

Comments:

**Clinical Skills:**

1. The student-intern demonstrates clinical skills in consistent with their training in systemic frameworks (asking relational questions, validating multiple perspectives, identifying contextual factors, etc.). (1, 2, 3, 4, or 5)

Comments:

2. The student-intern demonstrates skills in assessing the various aspects of the client system, forming hypotheses, and diagnosing the client system in order to guide therapeutic interventions. (1, 2, 3, 4, or 5)

Comments:

3. The student-intern is able to articulate coherent conceptualizations in supervision. (1, 2, 3, 4, or 5)

Comments:

4. The student-intern can develop effective and appropriate treatment plans through goal formulation, selection of interventions, monitoring of progress toward goals, and termination planning. (1, 2, 3, 4, or 5)

Comments:

5. The student-intern manages intensity in the session while remaining respectful to the client(s) and their contexts. (1, 2, 3, 4, or 5)

Comments:

**What specific areas of growth have been demonstrated in the student-intern's performance thus far?**

**What specific areas require additional development and/or monitoring?**

**Student Concerns/Feedback:**

**Student Signature:**

**Date:**

---

**Site Supervisor Signature:**

**Date:**

---

**Faculty Supervisor Signature:**

**Date:**

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**Appendix E: Practicum/Internship Site and Supervisor Evaluation Form  
(accessible in Supervision Assist)**

**Appendix F: Supervision Sites Directory (most current offerings accessible in  
Supervision Assist)**

**Appendix G: Sample Client Contact Logs (accessible in Supervision Assist)**

**Appendix H: Sample Supervision Logs (accessible in Supervision Assist)**

## **Appendix I: Post-Graduation Information and Resources**

During Internship 2, students should begin to prepare for their professional transition in becoming post-graduate Associate Marriage and Family Therapists. Since licensure requirements for LMFTs vary by state, students will work closely with a TFC faculty mentor and/or the Clinical Training Coordinator to understand their state-specific requirements (including continuing education requirements, applying for the designation, and submitting required materials such as transcripts).

### **Registering with your State Board**

Students should refer to the American Association of Marriage and Family Therapists MFT State Licensing Boards at [https://www.aamft.org/Directories/MFT\\_Licensing\\_Boards.aspx](https://www.aamft.org/Directories/MFT_Licensing_Boards.aspx) for current information on their state licensure requirements. Once your degree is conferred and all MAMFT program requirements have been met, you may submit an application with your state licensing body to become a registered Associate Marriage and Family Therapist.

### **National MFT Exam**

As part of the licensure process, all pre-licensed Associate Marriage and Family Therapists are required to pass the National MFT Exam prior to achieving full licensure as a LMFT. For additional information and resources on the exam, visit: <https://amftrb.org/your-exam-roadmap/>.

### **Securing Employment and Qualified Supervision**

Students are encouraged to seek out supervision from an AAMFT Approved Supervisor or an AAMFT Approved Supervisor Candidate as pre-licensed registered Associate Marriage and Family Therapists, who is also licensed in the state in which they practice. For a current directory, please visit [https://aamft.org/Supervision/Search/Find\\_a\\_Supervisor.aspx](https://aamft.org/Supervision/Search/Find_a_Supervisor.aspx).